Staff Directory App User Guide

The Staff Directory app allows visitors to have access to the members of your staff, especially their contact information. Include staff names, phone number, extensions, email addresses, and room numbers. Add your staff members manually or via import. Use this file to update staff information or import new staff into the app.
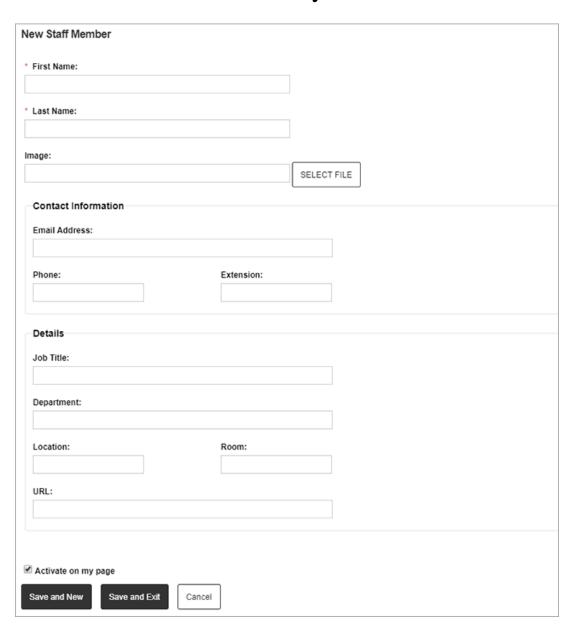

Add the Staff Directory app

Drag the Staff app onto your page. Select the edit icon to add staff.

Add staff members manually

1. Enter the *First Name* and *Last Name* of the staff member.
2. Browse for the staff member's *Image* using *Select File*.
3. Enter the *Contact Information* for the staff member, including *Email Address, Phone,* and *Extension.*
4. Enter the specific school *Details* for the staff member, including the *Job Title, Department, Location, Room*, and *URL.*
5. Select *Save and New* to create another entry.
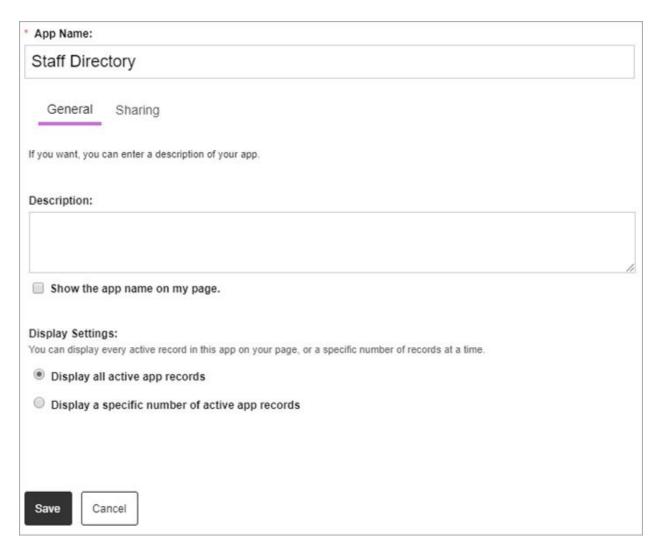6. Select *Save and Exit* when finished.

Import staff to the directory

You can import your staff directory information from a .csv file. Required fields for the file are marked with an asterisk (*) in the file mappings.

1. Select *Import* and search for the file to upload.
2. Choose your field mappings and select *Next*.
3. Review your import and select *Import*.

Set additional options

1. Select *Options*.
2. Enter the *App Name* to update the app title.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Choose the *Display Settings* for the number of posts to list.